



Arnold Schwarzenegger , Governor
Sunne Wright McPeak, Secretary, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

PROGRAM TECHNICIAN
Sacramento
Permanent- Full-time

The Department of Real Estate is recruiting to fill several Program Technician positions in its Sacramento Fiscal Office. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Using the Enterprise Information System (EIS), review and process through the money mail process all credit cards, checks and/or cash documents.
- Analyze salesperson and broker exam applications and combination examination/license applications to ensure pertinent information has been provided and the proper fee has been received.
- Create new party records.
- Associate the fee submittal and application type to individuals based upon an assessment of the nature of request, type of applications, and amount of fee submitted. Validate documents with money run information.
- Process credit card fee payments for the correct fee amount adjusting the amount as appropriate within the applicant/licensee approval threshold.
- Reconcile each money mail batch with check calculator tape and review and correct errors.
- Certify the sorting and counting of incoming mail.
- Process incoming mail using automatic mail equipment, hand date stamp, audit incoming mail for mathematical accuracy and licensee identification and post fees received to accompany documents and perform other related duties.
- On a daily basis resolve problem applications where fee or individual mismatches have occurred. Determine courses of action. Remedy the data entries in EIS to assure processing compliance can continue.
- Other duties as required.

Necessary qualifications:

- Excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently and/or part of a team.
- Ability to work well under pressure and within mandated timeframes.

Desirable qualifications:

- Dependability and excellent attendance.
- Personal computer experience using Word or an equivalent application.
- On-line inquiry computer experience.

Salary: \$2130 - \$2780

Who may apply: Current State employees at the Program Technician level, and those who are transferable to the class.
Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Connie Ross, Accounting Administrator I
Fiscal/Accounting Section
(916) 227-0847 or CALNET 8-498-0847

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.